

MONTHLY REPORT

- ✓ Flexibility on monthly report, due last day of each month if it falls on the weekend it is due on following Monday. Any activity that happened at the end of the month can be included on the next monthly report.
- ✓ Use it as form of communication and point of discussion with TCA:
 1. Strategically think of key issues
 2. Action necessary
 3. Advocacy to address issues
- ✓ Ask for meeting to discuss content of monthly reports, advice and adjustments. Request for a regular meeting with TCA to discuss in detail of project's plan.
- ✓ Timing/deadline is important. Have it sent on the requested date.

ANNUAL WORKPLAN

Work with activity manager and TCA to create and discuss annual work plan

BAST

- ✓ Under IA required reporting handover certificate contribution to Gol
- ✓ Sample/format to share
- ✓ Aggregate amount not specific to each project – no detail

TECHNICAL ARRANGEMENT

- ✓ If it's required by TCA to have a separate TA.
- ✓ Open communication and work with TCA to develop TA, format has been shared
- ✓ Keep amount of TA to the minimum, include several projects under the same TA